



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 1130.8J CH-8
N35
19 May 2015

COMNAVCRUITCOM INSTRUCTION 1130.8J CHANGE TRANSMITTAL 8

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING MANUAL - ENLISTED

Encl: (1) Summary of Significant Changes
(2) Navy Recruiting Manual-Enlisted with change pages
incorporated

1. Purpose. To implement revisions to COMNAVCRUITCOMINST 1130.8J.
2. Discussion. This change implements revised Active and Reserve Component enlistment/affiliation recruiting policy and procedures. Enclosure (1) provides a summary of significant changes.
3. Action. Enclosure (2) is available on the NAVCRUITCOM website via the link provided in the distribution.
4. Questions regarding this change transmittal may be directed to COMNAVCRUITCOM N35, Policy and Programs Division, at 901-874-9465.

/s/
G. C. PETERSON
Deputy Commander

Distribution:
Electronic only via
http://www.cnrc.navy.mil/nrc_directives.htm

VOLUME I - RECRUITING OPERATIONS

**Chapter 3, Section 2 - STATION MARKET ANALYSIS AND REVIEW
TECHNIQUE (SMART)**

Chapter 4, Section 3 - HIGH SCHOOL/COMMUNITY COLLEGE PROGRAM

Chapter 5, Section 2 - PLANNERS

1. These chapters and sections have been updated to reflect the use of electronic school folders, which are available on the NAVCRUITCOM SharePoint Portal.

(Pages 3-2-3 through 3-2-8, 4-3-2 through 4-3-20, and 5-2-6)

VOLUME II - ELIGIBILITY REQUIREMENTS

Chapter 2, Section 2 - CITIZENSHIP REQUIREMENT

Chapter 3, Section 1 - WAIVERS

1. These chapters and sections have been updated to reflect new procedures for submitting requests for the SAVE Program and Exceptions to Policy (ETPs). To safeguard PII, all submissions to NAVCRUITCOM N35 will be done via the PII Library on the NAVCRUITCOM SharePoint Portal. N35 will process requests and post status on the N35 Policy & Programs page.

(Pages 2-2-4 and 3-1-16)

Chapter 2, Section 4 - EDUCATION REQUIREMENT

020401. CRITERIA

1. Information has been added to this paragraph in order to clarify education verification for applicants. ESS education enlistment determinations are supported by the first secondary credential awarded. (Page 2-4-1)

Chapter 2, Section 5 - DEPENDENCY REQUIREMENT

020501. CRITERIA

1. Note 7 updated to reflect guidance in NAVADMIN 281/14 regarding U.S. Navy Family Care Policy. Remarried applicants having physical custody of minor dependent children or are responsible for an adult who is incapable of providing for himself/herself in the absence of the applicant must also now complete a Family Care Certificate and Family Care Plan.

(Page 2-5-2)

Chapter 2, Section 7 - PHYSICAL REQUIREMENT

020702. GENERAL INFORMATION

1. Information provided in Operations Notice # 26 has been incorporated into this paragraph. Updates policy guidance regarding medical counseling for applicants and Future Sailors. (Page 2-7-4)

VOLUME III - FORMS AND DOCUMENTS

CHAPTER 1, SECTION 1 - INTRODUCTION

010107. FORMS AND DOCUMENTS REQUIRED FOR ENLISTMENT

1. DD Form 2983 (Recruit/Trainee Prohibited Activities Acknowledgement) has been designated as a required form for all applicants. This is IAW DODI 1304.33, Protecting Against Inappropriate Relations During Recruiting and Entry Level Training. (Page 1-1-9)

VOLUME IV - PROGRAMS AND CLASSIFICATION

CHAPTER 1, SECTION 2 - AEF/ATF

SECTION 4 - SUBMARINE PROGRAMS

SECTION 6 - SCHOOL GUARANTEE PROGRAM

1. These sections updated to incorporate policy in Operations Notice #31. All statements indicating "Open to male applicants only" or "Closed to female applicants" have been removed. All ratings in the Submarine Force are open to females. (Pages 1-2-10, 1-4-1, 1-6-7, and 1-6-11 through 1-6-14)

CHAPTER 4, SECTION 1 - NAVY SUPPLEMENTARY TEST ADMINISTRATION

040109. TESTING REQUIREMENTS FOR SELECTED RATINGS

1. Policy guidance for administration of the typing test has been updated. LN rating is the only rating for which applicants must be administered a typing test, and online web-based typing tests are authorized to determine typing speed. (Page 4-1-14)

VOLUME V - DELAYED ENTRY PROGRAM

CHAPTER 2, SECTION 1 - PREPARATION FOR RECRUIT TRAINING

020104. 72-HOUR INDOCTRINATION

1. This paragraph has been updated to ensure Future Sailors read and sign the Recruit/Trainee Prohibited Activities Acknowledgement Form (DD Form 2983) IAW DODI 1304.33. This requirement is effective immediately and applies not only to applicants enlisting into the DEP on or after the date of this change transmittal, but also to Future Sailors currently in the DEP. (Page 2-1-2)

CHAPTER 5, SECTION 1 - AFTER THE SALE

050107. SPECIFIC INFORMATION FOR FEMALE NEW RECRUITS

1. This paragraph has been revised to incorporate information contained in Operations Notice #25. Haircuts are no longer required for female recruits; however, they must be advised their hair must be secured in accordance with grooming standards within 3-5 minutes during initial training with limited access to mirrors. Additional information is provided for the benefit of female recruits to ensure they are prepared for RTC. (Pages 5-1-7)